



City of Tempe

MAYORAL AIDE

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	257	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Manager	<i>Salary / Hourly Minimum:</i>	\$69,381
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$93,198
<i>Employee Group:</i>	CNS	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

***This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause of notice.*

REPORTING RELATIONSHIPS

Receives general supervision from the Mayor & City Council - Chief of Staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of administrative or management support experience, preferably in a public agency.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in public administration, business administration, political science or other degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a wide variety of professional duties involved in the coordination of the activities of the Mayor's office with City Council, other City departments and external organizations; to provide information and assistance to the public; to plan, organize and coordinate administrative functions for the Mayor; and to provide operational and administrative staff assistance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Facilitates meetings and events involving the Mayor's office; coordinates the Mayor's functions with those of other departments and outside agencies and organizations; schedules meetings and oversees the Mayor's calendar.
- Conducts research, briefs the Mayor, and prepares all materials for the meetings, appearances, and events attended by the Mayor; attends meetings and events with the Mayor or other staff; and conducts comprehensive follow-up to ensure resolution of issues that arise.
- Acts as the Mayor's representative in handling constituent inquiries or complaints.
- Serves as the liaison between the Mayor and internal and external individuals and organizations as necessary.
- Assists in planning and coordinating meetings, publicity programs and special events.
- Prepares written materials, correspondence, memos, editorials and articles.
- Participates, as assigned, on various committees or associations.
- Maintains and manages the Mayor's extensive Daily Meeting and Travel Schedule.
- Coordinates visiting dignitary's meetings, tours, and events.
- Coordinates Mayor / Council dinners and special events.
- Serves as the citizen contact for walk-in and phone complaints / issues.
- Maintains database of citizen inquiries and complaints.
- Conducts research and assists with drafting speeches.
- Coordinates Mayor's participation in various national organizations / committees.
- Demonstrates continuous effort to improve operations, streamline work processes and provide quality customer service.
- Attends City Council meetings.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates office equipment, such as computers, copy machine and calculators;
- Extensive reading and close vision work;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective June 2012</i> <i>Revised November 2014 (added Competencies link and Physical / Mental Activities)</i></p>